

## **Person Specification**

### **Post: Senior Building Control Surveyor**



#### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

##### **Essential**

- Extensive working knowledge and ability to apply Building Regulations, relevant sections of the Building Act 1984 and the associated legislation.
- Understanding of the other non-building regulation services delivered by building control and relevant legislation.
- Chartered membership of the RICS, CABE or demonstration of building control experience aligned to such qualification or Level 6 LABC competency matrix.
- Ability to manage a busy caseload and possession of good organisational skills to deal with conflicting work load priorities and deadlines.
- Good interpersonal skills, ability to communicate complex matters to a range of stakeholders.
- Ability to work as both part of a team and autonomously.

##### **Desirable**

- Experience in the delivery of non-building regulation services provided by building control
- Experience in undertaking the role of lead officer in dealing with key customers, major / complex projects or issues.
- Awareness of council policy/procedure, customer care and complaints handling

#### **Part B**

The following criteria will be further explored at the interview stage:

- Work planning, performance and personal productivity
- Written and oral communications skills
- Technical knowledge
- Demonstration of ability to perform duties with minimum supervision.
- Approach to analysing issues and implementing/proposing decisions on complex work matters
- Approach to developing and maintaining positive working relationships with clients, colleagues and stakeholders, both internal and external.
- Leading by example and assisting colleagues in working as a team
- Adaptability to change

##### **Additional Requirements**

- If not currently licensed, the successful candidate will be required to undertake LABC's Fire Safety Specialist validation examination.
- If not currently CSCS licensed, the successful candidate will be required to undertake the CITB Health, safety and environment test.
- Infrequently, there may be reason to work outside normal working hours.